

**Make sure you are using the latest version of the Renewal Application.** Applications received on obsolete versions will be returned. The latest version can be downloaded at <http://www.vi-institute.org/recertification>.

**Responsibility:** It is the applicant's responsibility to read, understand, and follow all instructions given in this application. It is also your responsibility to submit this form on time to be considered for renewal by points. If you have any questions, contact the Vibration Institute at (1)630-654-2254 or [information@vi-institute.org](mailto:information@vi-institute.org).

**Application Fee:** Fees are \$50 for Category I, \$100 for Category II, \$200 for Category III, and \$300 for Category IV. There is a \$50 addition fee for International recertifications (non-residents of the United States) for processing this renewal application and payable upon submittal of the application. This fee also covers the issue of a new 5-year certificate if approved. If your application is denied, you may apply 50% of the application fee toward an exam fee, if the exam is taken within one calendar year of the expiration of your current certification.

**Qualification:** To qualify for renewal of your certification by points rather than by re-examination, you must have continued, uninterrupted, vibration-related work experience and show evidence of ongoing vibration-related professional development. Note: Qualifying experience and professional development in alternative technologies is limited as described later in this application.

#### General Information and instructions:

1. **Your certification expires on the expiration date shown on your certificate.** If this form is not received and approved prior to that date, **you are no longer certified.** You have a 6-month grace period that extends beyond the expiration date to allow late submittal of this application form but during that timeframe, you are not certified. It is recommended that this form be submitted 3 to 6 months, but no more than 6 months, prior to your certificate expiration date so there is no lapse in your certification.
2. If you submit this application form after the 6-month grace period has expired, it will not be considered, and you will be required to retake the certification exam to get recertified.
3. You must meet the renewal criteria as defined in this application to be recertified by points. If you do not meet the criteria, you will be required to retake the certification examination to get recertified.
4. **This application must be filled out completely and legibly to be considered.** All blanks must be filled in or the form will be returned to you for completion.
5. Please avoid using abbreviations that the reviewer may not be familiar with. This will only delay the review. Example: Don't say you took IMV from VI; instead state you took Introduction to Machinery Vibrations from the Vibration Institute. This will aid in processing the application and avoid requests for clarifications.

6. Use the correct name of the classes, organizations, conferences, etc. so they can be easily verified. Example: If you took “Introduction to Machinery Vibrations”, don’t say you took “Basic Vibrations” as this makes it difficult to verify and delays processing of the application.
7. **You MUST provide evidence of training, conference attendance, presentations, publications, etc.** (e.g. an attendance certificate) with your application form. See the definition of evidence on page 4 of this application. Please note that attestation by signature alone is not acceptable as proof of activities. Our accreditation to ISO/IEC 17024:2012 requires that we verify point claims with applicant evidence.
8. If available, please provide a web address (URL) for the class, conference, etc. that is claimed. This will help the reviewer verify the point credits for the item and facilitate processing of the application.
9. Training, papers, presentations, etc. that are claimed for renewal points must have occurred within the 5-year period in which you were certified. These dates are shown on your Certificate. Items falling outside of these dates cannot be considered.
10. Training, presentations, published papers, conferences and meetings must not only be from recognized industry publications and training organizations but also must be verifiable. Other formal and verifiable supervised training with a defined syllabus, training materials, and competent instructor may be considered if supplied with supporting documentation as defined in this document. Up to 25% of Documented Technical Training points may be earned by self-study.
11. Professional development points cannot be claimed for work done or reports written on the job. Additionally, points cannot be claimed for presentations given at staff meetings, internal company reviews, and other meetings that are part of your normal job requirements. Credit for this work is part of your experience points.
12. **Do not ask the application reviewer to contact a person or organization to verify your claim via email or phone.** It is your responsibility to provide acceptable evidence for your claims. If you apply without proper evidence, it will not be processed pending the submission of the required evidence.
13. You must sign the “Attestation” at the end of this form. Falsifying information is a violation of the “Vibration Institute Code of Ethics” and could result in loss of your Certification. Please review the Code of Ethics on the Vibration Institute website at: <http://vi.membershipsoftware.org/codeofethics>.

### **Definitions, Limitations, and Appeals:**

**Vibration-Related** - The term “Vibration-Related” is used throughout this document and means professional development activities that are related to the subjects and topics contained within the Body of Knowledge of the Vibration Institute’s certification scheme in accordance with ISO 18436-2:2014 and other pertinent Standards. Points are awarded for experience, training, conference attendance, presentations, published papers and other approved activities as determined by the Vibration Institute.

**Evidence** – Evidence is documentation that clearly shows that you participated in a claimed activity. It must include the date(s) of the qualifying activity, topic, organization providing the activity, and qualifying hours or CEU’s. Acceptable documentation includes: certificate of attendance, letter from the supplier stating your participation, log in sheet signed by the attendee and provider, an agenda or program signed by the provider verifying participation.

A copy of a presentation or paper by itself does not constitute valid evidence. You must include proof of where it was presented or published, the date, and a way to verify that information, e.g., conference program, proceedings listing, or publication table of contents.

Participation in local meetings cannot be lumped together. Each meeting attended must be listed with the required information and supporting evidence must be supplied. In the case of Vibration Institute, CMVA, or similar regular meetings, a letter from an officer of the local chapter confirming the claims is acceptable.

**Alternative Technology Limitation** - Points are awarded for professional development in alternative technologies, however, they are limited to no more than 50% of the total professional development points claimed in Section 3A, 3B, & 3C, and may not exceed 6 points total contribution over the five-year certification period at any category. Alternative technologies include but may not be limited to the following.

- Thermography and infrared analysis
- Oil analysis
- Ferrography and wear particle analysis
- Ultrasonic analysis
- Shaft alignment
- Motor analysis other than vibration (e.g., motor current analysis, hi-pot testing, etc.)
- Reliability Based or Centered Maintenance (RBM or RCM) type training
- Safety training
- Other related technologies

**Machinery Knowledge** - Since machinery knowledge is included in the Body of Knowledge, formal classes and training related to machinery operation, maintenance, and repair may be considered as part of vibration-related rather than an alternative technology. If you are claiming such training, you must provide evidence of attendance and documentation describing the training for consideration by the reviewer.

**Appeals and Complaints** - Individuals denied renewal may appeal the decision. The appeal form can be obtained at <http://www.vi-institute.org/complaints-appeals> You may also file a complaint to the Executive Director who will forward it on to the appropriate person. More information on the appeals or complaint process can be found on the website link above.

**RETURN COMPLETED FORM TO:**  
Vibration Institute  
2625 Butterfield Road, Suite 128N  
Oak Brook, IL 60523  
Phone: (1) 630-654-2254 | Fax: (1)  
630-654-2271 [information@vi-institute.org](mailto:information@vi-institute.org)

## Section 1: General Information

Please provide all of the information requested in this application. Either type the information or print legibly. If the information is not legible, the Application will be returned to you for clarification. For "Certificate Name", **include your name exactly as you would like it to appear on your Certificate**. If you are outside the United States, fill in address information as is appropriate for your country. Include your certification number not your membership number. If you are not sure what your certification number is, contact the Vibration Institute prior to submitting this application. Note: Cert is used as an abbreviation for Certification.

Name	<input type="text"/>		
Certificate Name	<input type="text"/>		
Certificate Category	<input type="text"/>	Cert #	<input type="text"/>
		Cert Expiration Date:	<input type="text"/>
Company	<input type="text"/>		
Address	<input type="text"/>		
City/State	<input type="text"/>		
Country of Residence	<input type="text"/>		
Country of Citizenship	<input type="text"/>		
Email Address:	<input type="text"/>		

## Points Required for Recertification

Recertification points are earned for both work experience and professional development. The list below designates, by certification category, the number of total points required for renewal of certification by Category. You cannot receive enough points for renewal by simply working full time in vibration analysis; you must also have ongoing professional development. Regarding Alternative Technologies: Please note that no more than 1-point per year in work experience (Section 2) and no more than 50% of your professional development points or 6 points whichever is lower (Section 3) can be earned in alternative technologies (i.e., thermography, oil analysis, etc.). The rest of the points must come from verifiable professional development in qualifying vibration-related activities. Up to 25% of points in Documented Technical Training may be earned by self-study.

### Total Points Required for Recertification by Category

Category I	23 points
Category II	26 points
Category III	29 Points
Category IV	32 Points

## Section 2. Work Experience

Points are earned by performing vibration-related work on an ongoing basis. The rates per year at which points are earned are shown below. The percentage of time engaged in vibration-related work is based on a standard 2,080-hour work year. **Note: No more than 1-point per year can be claimed for work experience in alternative technologies.** Alternative technology points claimed under work experience are counted in addition to the points that can be claimed in alternative technologies for professional development in Section 3.

Renewal of certification by points requires that the certificant has been engaged in vibration-related work **without any significant interruption**. Significant interruption is defined in Section 3.6 of ISO 18436-1:2012 as follows: “absence or change of activity which prevents the certified individual from practicing the duties corresponding to the category in the method and the sector(s) within the certified scope, for either a continuous period more than one year or two or more periods for a total time exceeding two years.” Thus, the minimum number of vibration-related work experience points required for renewal for each year is one (1). If you had a year where you did not engage in any vibration-related work, you do not qualify for renewal by points and you will be required to retake the certification exam to get recertified.

The maximum number of work experience points in any given year is 4 and the maximum for 5 years is 20. Please note that in Section 4 you are personally attesting to the validity of this information and that falsifying information could result in the loss of your certification. For more details, please contact the Vibration Institute.

### Experience Points Per Year Rate

0% = 0 points	>10% = 1 point	>20% = 2 points	>40% = 3 points	>60% = 4 points
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In the Experience Table below, fill in the percentage of time you worked in vibration-related and the percentage of time you worked in alternative technologies for each year. No more than 1-point can be claimed for alternative technologies for any year regardless of the percentage of time spent in those activities. Thus, you must have spent at least 40% of your time in vibration-related work to qualify for 4 points for the year. Stated another way, to claim 4 points in any year, you must either spend at least 60% of your time in vibration-related work or spend 40% in vibration-related plus an additional 20% in alternative technologies work.

Your current supervisor must sign and attest to the work experience claims made below. If they have not been your supervisor for the full 5-year period, they can attest to the best of their knowledge. If you are self-employed, such as an independent consultant, you can either have a colleague sign or sign yourself. Please note that falsifying information could lead to loss of your Certification. An electronic signature may be used or, you may have your supervisor send an email to [vimembership@vi-institute.org](mailto:vimembership@vi-institute.org) attesting to the information. If an email is sent, you must have them clearly state who the attestation is for.

### Experience Table

0% = 0 points		>10% = 1 point		>20% = 2 points		>40% = 3 points		>60% = 4 points	
Year	% Vibration-Related	% Alternative Technologies		Points (max 4/yr)	Supervisor/Manager Name				
<b>Total Experience Points</b>									

**Vibration-Related Experience (please check all that apply):**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> acceptance testing     | <input type="checkbox"/> condition evaluation | <input type="checkbox"/> data collection      |
| <input type="checkbox"/> diagnostic testing     | <input type="checkbox"/> engineering          | <input type="checkbox"/> program setup        |
| <input type="checkbox"/> program supervision    | <input type="checkbox"/> vibration analysis   | <input type="checkbox"/> vibration monitoring |
| <input type="checkbox"/> other (please specify) |   |   |

Other (please specify): \_\_\_\_\_

**Give a brief description of your typical job duties:**

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I \_\_\_\_\_ (Print Supervisor's Name) attest that the work experience information presented above by \_\_\_\_\_ (Print Applicant's Name) is accurate to the best of my knowledge.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Check here if you are self-employed and signing for yourself.

*If you type in your initials and/or name, they will be interpreted as your signed initials and signature.*

### Section 3A. Professional Development - Documented Technical Training

#### Training – Points for training are awarded for attending formal classes from recognized training organizations.

Other verifiable supervised training with a defined syllabus, training materials, and competent instructor may be considered, however, evidence of such must be provided with this application for consideration. Points are not awarded for working with a Certified Vibration Analyst that is providing ongoing mentoring to you. Time spent taking certification exams does not qualify for points, however, time spent on training exams and structured reviews *that are part of a formal class* does qualify. If you claim points for a non-recognized class, you must present evidence of the class, including, a syllabus, samples of class materials, number of hours of instruction time, the timeframe over which it was provided (e.g., 24 hours of instruction over 3-days), the dates and location of the training, and proof of attendance and completion for consideration. Up to 25% of points in Documented Technical Training points may be earned by self-study.

#### Teaching Classes – Points for teaching classes are awarded for teaching formal classes for recognized training organizations.

Points may be awarded for teaching verifiable formal training classes with a defined syllabus and appropriate training material. Points are not awarded for informal training sessions, informal classes, or ongoing mentoring. If you claim teaching points and it is not for a recognized training organization and a published course, you must present evidence of the class, including, a syllabus, samples of class materials, number of hours of instruction time, the timeframe over which it was provided (e.g., 24 hours of instruction over 3-days), the dates and location of the training, and the number of class attendees for consideration.

#### Repeating a Class

Points for attending or teaching the same class/training are only granted once per year (i.e., at least 1-year between occurrences). Points for attending or teaching the same class subsequently are earned at 50% of stated rates. Example: A 3-day, 8-hour per day class earns 2.4 points. If it is repeated a year later, it earns 1.2 points.

#### Fill out the information below for every class claimed:

**Class Title, Name, or Topic** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Vendor or Person Teaching \_\_\_\_\_  
Date(s) of Training \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of the Training \_\_\_\_\_  
Duration of the Training in Hours \_\_\_\_\_ X 0.1 = \_\_\_\_\_ **Points**

**Class Title, Name, or Topic** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Vendor or Person Teaching \_\_\_\_\_  
Date(s) of Training \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of the Training \_\_\_\_\_  
Duration of the Training in Hours \_\_\_\_\_ X 0.1 = \_\_\_\_\_ **Points**

**Class Title, Name, or Topic** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Vendor or Person Teaching \_\_\_\_\_  
Date(s) of Training \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of the Training \_\_\_\_\_  
Duration of the Training in Hours \_\_\_\_\_ X 0.1 = \_\_\_\_\_ **Points**

**Class Title, Name, or Topic** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Vendor or Person Teaching \_\_\_\_\_  
Date(s) of Training \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of the Training \_\_\_\_\_  
Duration of the Training in Hours \_\_\_\_\_ X 0.1 = \_\_\_\_\_ **Points**

**Class Title, Name, or Topic** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Vendor or Person Teaching \_\_\_\_\_  
Date(s) of Training \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of the Training \_\_\_\_\_  
Duration of the Training in Hours \_\_\_\_\_ X 0.1 = \_\_\_\_\_ **Points**

**Class Title, Name, or Topic** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Vendor or Person Teaching \_\_\_\_\_  
Date(s) of Training \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of the Training \_\_\_\_\_  
Duration of the Training in Hours \_\_\_\_\_ X 0.1 = \_\_\_\_\_ **Points**

**Section 3B. Professional Development - Technical Meeting & Conference Attendance**

**Technical Meetings and Conferences**

Points are awarded for attendance at recognized industry technical meetings and conferences. If you attend an intra-company or other non-recognized meeting or conference, you must submit an agenda of topics and presentations for the event, indicate what you attended or participated in, and provide proof of attendance.

**Teleconferences and Online Meetings**

Teleconferences do not qualify for points credit, however, if the conference was held via WebEx, GoToMeeting or other similar online meeting environment where technical presentations may be viewed interactively (two-way communication with the presenter, question, answers, etc.) it may be considered. To apply for points for an online meeting, you must submit an agenda of topics and presentations for the event, indicate what you attended or participated in, and provide proof of attendance for consideration.

**Correspondence Courses**

Points for successfully completing formal correspondence courses from recognized organizations may be claimed. The number of points claimed is generally equal to the number of CEU's awarded for the course.



**Points are earned at the following rates.**

- 0.1 point per hour for VI Chapter, VI Committee, VI Board/Officer, and any other verifiable Vibration Standards Committee meetings. Note: Typical VI Chapter meetings with a 1-hour presentation can receive 0.2 points since 0.1 point is allowed for networking. (Max 3 pts/yr)
- 3.0 points for **full** attendance at the following conferences: VI, CMVA, MFPT, ASME, Turbomachinery and IMAC (Max 6 pts/year) Note: If less than full attendance, then compute points at 0.1 point per hour of attendance.
- 0.5 points per day for other committee & standards meetings (except vibration standard meetings as described above) and conferences (Max 6 pts/yr)

**Fill out the information below for every technical meeting and conference attended:**

(please list additional events on a separate piece of paper or spreadsheet)

**Title or Name of Event** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Date(s) of Event \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of Event \_\_\_\_\_  
Duration of the Event in Hours \_\_\_\_\_ **Points** \_\_\_\_\_

**Title or Name of Event** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Date(s) of Event \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of Event \_\_\_\_\_  
Duration of the Event in Hours \_\_\_\_\_ **Points** \_\_\_\_\_

**Title or Name of Event** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Date(s) of Event \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of Event \_\_\_\_\_  
Duration of the Event in Hours \_\_\_\_\_ **Points** \_\_\_\_\_

**Title or Name of Event** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Date(s) of Event \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of Event \_\_\_\_\_  
Duration of the Event in Hours \_\_\_\_\_ **Points** \_\_\_\_\_

**Title or Name of Event** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Date(s) of Event \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of Event \_\_\_\_\_  
Duration of the Event in Hours \_\_\_\_\_ **Points** \_\_\_\_\_

**Title or Name of Event** \_\_\_\_\_

URL/Web Address (provide if known) \_\_\_\_\_  
Date(s) of Event \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of Event \_\_\_\_\_  
Duration of the Event in Hours \_\_\_\_\_ **Points** \_\_\_\_\_

**Title or Name of Event** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Date(s) of Event \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of Event \_\_\_\_\_  
Duration of the Event in Hours \_\_\_\_\_ **Points** \_\_\_\_\_

**Title or Name of Event** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Date(s) of Event \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of Event \_\_\_\_\_  
Duration of the Event in Hours \_\_\_\_\_ **Points** \_\_\_\_\_

**Title or Name of Event** \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Date(s) of Event \_\_\_\_\_ Evidence Provided?  Yes  No  
Location of Event \_\_\_\_\_  
Duration of the Event in Hours \_\_\_\_\_ **Points** \_\_\_\_\_

### **Section 3C. Professional Development - Technical Presentations & Publications**

Points are earned for original, documented vibration-related technical presentations at recognized conferences and for original, published vibration-related articles/papers in recognized technical publications available publicly distributed. Presentations may be submitted once per five-year certification period if presented again at a recognized conference. Points are only awarded once for publications and may not be submitted again.

Points are earned at the following rates:

- 2.0 points per technical presentation.
- 3.0 points per published article.
- 5.0 points for a paper both published in a recognized publication and presented by you at a conference.

#### **Fill out the information below for every Technical Presentations & Publications:**

**Title of Presentation/Article** \_\_\_\_\_  
Venue or Publication \_\_\_\_\_  
URL/Web Address (provide if known) \_\_\_\_\_  
Date of Presentation or Publication \_\_\_\_\_ Evidence Provided?  Yes  No  
 Paper Published  Presentation Only  Paper & Presentation **Points (5 max)** \_\_\_\_\_

**Title of Presentation/Article** \_\_\_\_\_  
 Venue or Publication \_\_\_\_\_  
 URL/Web Address (provide if known) \_\_\_\_\_  
 Date of Presentation or Publication \_\_\_\_\_ Evidence Provided?  Yes  No  
 Paper Published  Presentation Only  Paper & Presentation **Points (5 max)** \_\_\_\_\_

**Title of Presentation/Article** \_\_\_\_\_  
 Venue or Publication \_\_\_\_\_  
 URL/Web Address (provide if known) \_\_\_\_\_  
 Date of Presentation or Publication \_\_\_\_\_ Evidence Provided?  Yes  No  
 Paper Published  Presentation Only  Paper & Presentation **Points (5 max)** \_\_\_\_\_

**Title of Presentation/Article** \_\_\_\_\_  
 Venue or Publication \_\_\_\_\_  
 URL/Web Address (provide if known) \_\_\_\_\_  
 Date of Presentation or Publication \_\_\_\_\_ Evidence Provided?  Yes  No  
 Paper Published  Presentation Only  Paper & Presentation **Points (5 max)** \_\_\_\_\_

**Title of Presentation/Article** \_\_\_\_\_  
 Venue or Publication \_\_\_\_\_  
 URL/Web Address (provide if known) \_\_\_\_\_  
 Date of Presentation or Publication \_\_\_\_\_ Evidence Provided?  Yes  No  
 Paper Published  Presentation Only  Paper & Presentation **Points (5 max)** \_\_\_\_\_

<b>Total Point Summary</b> (from following Sections)		<b>Points</b>
Section 2	Work Experience	_____ (20 points maximum)
Section 3A	Documented Vibration Technical Training	_____
	Documented Alternative Technical Training	_____ (1 point per/year max)
Section 3B	Technical Meetings and Conference Attendance	_____
Section 3C	Technical Presentations and Publications	_____
<b>Total Points</b>	(Add points from Sections 2, 3A, 3B, & 3C)	_____

If you require more room for Sections 3A, 3B, or 3C, please add a separate sheet providing the same details for additional training, meetings, conferences, presentations, and/or publications.

**Section 4: Attestation**

In order to qualify for renewal of certification by points, you must meet and attest to each the following statements. Read the statements carefully and initial, then sign at the bottom. You may use an electronic signature. If you simply type in your initials and/or signature, it will be interpreted as your signed initials and signature.

I \_\_\_\_\_ (your name) attest to each of the following statements.

\_\_\_\_\_ I have actively worked in the field of vibration analysis without significant interruption since receiving my vibration analyst certification. See the definition of significant interruption in Section 2.

\_\_\_\_\_ I have participated in the professional development activities as stated in Section 3 of this renewal application since receiving my last certification.

\_\_\_\_\_ I have and continue to follow the Vibration Institute Code of Ethics that includes the Code of Ethics as stated in Annex A of ISO 18436-1:2012.

\_\_\_\_\_ The information provided in this application is true, accurate, and complete to the best of my knowledge. Additionally, I am willing to provide in a timely manner, any additional evidence requested by the Vibration Institute that supports the information provided in this form. **I understand that falsifying information could result in the loss of my Certification.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

<b>Vibration Institute Use Only</b>	
Experience Points Allowed	_____
Documented Training Points Allowed	_____
Meeting and Conference Attendance Points Allowed	_____
Presentations & Publications Points Allowed	_____
<b>Total Points Allowed</b>	_____
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Date: _____	
By _____	
Title: _____	